

JOB DESCRIPTION: **ADULT DIVISION SUPERVISOR**DATE: **07/10/2015**

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	223
SUPERVISOR:	Director, Community Justice	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Oversee the operations of the Adult Division and be accountable for the performance of the Division by working closely with the Director on planning and direction of the Division. Supervise Adult Parole/Probation Officers. Perform professional corrections casework investigating and supervising misdemeanor and felony offenders under the jurisdiction of the County Community Corrections Program. Supervise and implement sanctions and programs to assist in offender accountability and behavior change. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Independently supervise staff, including assigning caseloads and other work as required, evaluating performance and addressing performance deficiencies or rewarding superior performance, training, adjusting employee grievances and complaints and making effective recommendations on hiring, promotion, discipline, and dismissal decisions.

In conjunction with the Director, develop and maintain current plans, procedures and policies for administration of the program and participate in developing bargaining proposals.

Review and oversee staff casework reports for thoroughness and adherence to department procedures and goals. Maintain accountability for the performance of tasks by the Adult Parole/Probation Officers.

Review recommendations prepared for courts, law enforcement agencies, and social service agencies. Review and approve sanction and detention decisions recommendations.

Supervise a caseload of adult offenders on probation or parole in the community. Conduct intake with maladjusted, criminogenic or adult offenders to assess and develop case plans to address criminogenic behaviors and reduce recidivism. Prepare reports as follows: Presentence Investigations, violation, modification and special information reports, unusual incident, early termination, Interstate Compact, Post Prison, Parole, Transfer, etc. Submit reports including appropriate recommendations. Prepare supervision plan, risk assessment and needs assessment. Monitor compliance to conditions of supervision and release and report violations to the Sentencing Authority. Make home, employment, office, field, jail and collateral contacts according to departmental standards. Maintain chronological records of all contacts by date and subject of discussion.

Assess, counsel and refer to mental health, substance abuse treatment, community service work, employment services, day reporting, support groups, sex offender treatment, and social service agencies. Coordinate with treatment/service providers and with criminal justice system.

Conduct body searches, monitor and or take bodily substances for testing, i.e., urinalysis, breathalyzer, etc. Testify in court or before the Grand Jury. Participate in Morrissey Hearings. Provide secure transport of offenders with knowledge and use of correct restraints.

JOB DESCRIPTION: ADULT DIVISION SUPERVISORDATE: **07/10/2015**

Answer public inquiries concerning departmental policies and administrative decisions. Address civil groups to explain and interpret policies and the goals of the adult program.

Prepare correspondence, departmental reports, progress reports, legal petitions and court reports. Work with department staff, other social work agencies, schools, churches, public health agencies, law enforcement agencies and others to develop and implement treatment and rehabilitation programs for individual cases.

In conjunction with the Director, develop and evidence-based corrections practices. Prepare or assist in preparation of grants, written reports and record keeping necessary for effective operation of adult offender programs.

Supervise preparation of daily, monthly and annual reports to the court and statistical agencies. Maintain data and program evaluation.

Assist the Director to monitor and manage fiscal operations of the Department to remain within budgetary constraints.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Ensure Division compliance with County Personnel Rules and other policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervise 4-7 Division employees. Carry out supervisory responsibilities in accordance with County policies, procedures, labor union agreements and applicable laws. Responsibilities include using independent judgment in interviewing, hiring and training employees; planning, assigning and directing work; evaluation performance; rewarding and disciplining employees, addressing complaint/grievances and resolving problems. Coordinate all personnel functions with the Director.

SUPERVISION RECEIVED: Work under the general direction of the Director who provides policy and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree with major course work in social casework, corrections, sociology, or psychology. Four years of experience in probation work dealing with adults, with at least one year of supervisory experience. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS, OTHER SPECIAL REQUIREMENTS:

Possession of, or ability to obtain within three (3) months of employment, Law Enforcement Data System Certification. Possession of, or ability to obtain within one (1) year of employment, DPSST certification as an Advanced Parole/Probation Officer. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage. Must

successfully complete Supervisory classes at DPSST as designated by the Director within twelve (12) months of hire.

KNOWLEDGE, SKILL AND ABILITY: Extensive knowledge of behavior and adjustment problems in criminogenic issues with adult offenders and methods of treatment. Considerable knowledge of behavior and adjustment problems in law offenders and methods of treatment. Considerable knowledge of state criminal laws, federal law, case law decisions, state administrative rules and parole rules and Attorney General opinions. Considerable knowledge of the principles of psychology in relation to adult offenders.

Familiarity with computers systems and their use.

Ability to supervise, plan and organize the efficient and economic performance of staff. Ability to communicate effectively with persons of various ethnic, racial or age groups and socio-economic levels who may be hostile or abusive. Ability to communicate effectively both verbally and in writing. Ability to act in such a manner so as to maintain the confidentiality of issues and matters which may be encountered. Ability to enforce all laws, regulations, ordinances and standards consistently to ensure maximum compliance and to protect the public health and safety. Ability to act effectively and decisively in emergency situations. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Some work assignments may require standing, walking and physically restraining angry and hostile offenders.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Daily contact with adult offenders; interact to diffuse offender aggression, arrest or assist with arrest; perform officer duties in both office and field setting. May be required to respond to emergencies after hours. May require some evening and weekend work. May receive physical injuries when confronting and/or arresting correctional offenders. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required, making home, employment and other offender contacts, often in remote areas.